

SRI SAIRAM ENGINEERING COLLEGE

16th IQAC MEETING ON 09.05.2019

AGENDA

AGENDA NO.	DETAILS
IQAC/2019.16.01	Review of Minutes of the 15 th Meeting(held on 25.03.19) and Action Taken Report (ATR)
IQAC/2019.16.02	Fixing of reopening date for the academic year 2019-20
IQAC/2019.16.03	Preparation of academic calendar for the academic year 2019-20 and upload it on website
IQAC/2019.16.04	Preparation of master time table for the odd semester 2019-20
IQAC/2019.16.05	Planning of TAP cell activities for the academic year 2019-20 and a report on the activities during the academic year 2018-19.
IQAC/2019.16.06	Maintenance and updation of college website
IQAC/2019.16.07	Outcomes of NBA and NAAC peer team visit
IQAC/2019.16.08	Fixing of dates for financial audit –Internal
IQAC/2019.16.09	Admission criteria for the academic year 2019-20
IQAC/2019.16.10	Review of R&D activities of the academic year 2018-19 and identification of funding agencies.
IQAC/2019.16.11	Tentative date of conduct of alumni meet
IQAC/2019.16.12	Planning of alternate activities for students instead of symposiums
IQAC/2019.16.13	Preparation for Autonomous status
IQAC/2019.16.14	A review on students feedback questionnaire
IQAC/2019.16.15	Submission of AQAR to NAAC
IQAC/2019.16.16	CSR and other extension activities
IQAC/2019.16.17	Any other matter under the purview of IQAC


IQAC COORDINATOR


PRINCIPAL

MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the

9th

day of May 20 19.

at Sri Saranam Engineering College

QUORUM

1. Mr. R. Sathish Kumar, Trustee *R. Sathish Kumar*
2. Mr. P. Balasubramanian, Trustee *P. Balasubramanian*
3. Dr. A. Rajendra prasad, principal *A. Rajendra prasad*
4. Dr. K. Maran, Director/SZUS *K. Maran*
5. Dr. J. Raja, Prof/HOD ECE *J. Raja*
6. Mr. P. Panjatharam, VAO, poonthandlam *P. Panjatharam*
7. Mr. N. Lakshminarasimhan GM, Brakes India Ltd. *N. Lakshminarasimhan*
8. Mr. N. Karthikeyan, Createch Chennai corporation *N. Karthikeyan*
9. Mr. Muthukrishnan, Manager, Southern Tube *Muthukrishnan*
10. Mr. S. Rangasay, Zoho corp. private ltd. *S. Rangasay*

Proceeding & Discussion	Conclusion & Resolutions	Name of dissenting and / or not concurring Directors
11. Dr. T. K. Subramanian prof/physics	<i>T.K. Subramanian</i>	Dr. N. S.
12. Dr. R. Moenakshi prof./EEE	<i>R. Moenakshi</i>	
13. Dr. K. Pasuvatham prof/Maths	<i>K. Pasuvatham</i>	
14. Ms. V. Kavitha Assoc. prof./CSE	<i>V. Kavitha</i>	
15. Dr. V. R. Kanagavalli Assoc. prof/Maths	<i>V. R. Kanagavalli</i>	
16. Ms. V. Ravikrishna Assoc. prof/Mechanical	<i>V. Ravikrishna</i>	
17. Ms. M. Methini Assistant prof./ECE	<i>M. Methini</i>	Could not be present
18. Ms. V. K. G. Kalaiselvi AP/IT	<i>V. K. G. Kalaiselvi</i>	
19. Mr. S. Arun prasad Assoc. prof/production	<i>S. Arun prasad</i>	
20. Ms. S. Durgadevi AP/ETI	<i>S. Durgadevi</i>	Could not be present
21. Mr. M. Anbu AP/Civil	<i>M. Anbu</i>	
22. Mr. L. Mohanraj AP/ICE	<i>L. Mohanraj</i>	
23. Dr. L. Arunachalam Dean/Tap cell	<i>L. Arunachalam</i>	
24. Dr. N. Sivagami Librarian	<i>N. Sivagami</i>	
25. Dr. P. K. Kumar, P.D.	<i>P. K. Kumar</i>	
26. Mr. R. Thambidurai, Manager	<i>R. Thambidurai</i>	
27. Mr. S. Encyan, student/Final year IT	<i>S. Encyan</i>	
28. Ms. V. K. G. Kalaiselvi	<i>V. K. G. Kalaiselvi</i>	

Special invitee - Shri Saiprakash Leo Mathu - Chairman/CEO of 280 Rm

Minutes of the IOAC meeting held on 9/5/2019 at 10.00am in A.V hall, Sri Saranam Engineering College.

The principal, Dr. A. Rajendra prasad welcomed the members of IOAC.

The IOAC coordinator Dr. K. Maran made ppt presentation related to the agenda specified below.



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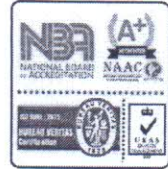
SAI RAM ENGINEERING COLLEGE

Accredited by NBA and NAAC "A+"

An ISO 9001:2015 Certified Institution

Sai Leo Nagar, West Tambaram, Chennai – 44.

www.sairam.edu.in



Meeting No.:16

Date:09.05.2019

The Minutes of the 16th IQAC Meeting held on 09/05/2019 at A. V. Hall in Sri Sai Ram Engineering College, Chennai – 44.

The following members were present during the meeting.

1. Mr. R. Sathishkumar, Management Representative/ Trustee
2. Mr. P. Balasubramaniam, Management Representative/ Trustee
3. Dr. A. Rajendra Prasad Member Secretary/ Principal
4. Dr. K. Maran, Coordinator/ Director
5. Dr. J. Raja, Co Coordinator/ Prof – ECE
6. Dr. T. K. Subramaniam, Member/ Prof-Physics
7. Dr. K. Parvatham, Member / Prof- Maths
8. Dr. B. Meenakshi, Member / Prof-EEE
9. Dr. V. R. Kanagavalli, Member /Asso. Prof- S&H
10. Mrs. V. Kavitha, Member/ Asso. Prof-CSE
11. Mr. V. Raviraj, Member /AP-Mechanical Engg
12. Mr. S. Arunprasad, Member/ Asso. Prof- Production
13. Mrs. V. K. G. KalaiSelvi, Member/ AP- IT
14. Mr. K. Mohanraj, Member, AP/ ICE
15. Dr. L. Arunachalam, Senior Admin Officer/ Dean – TAP Cell
16. Dr. N. Sivakami, Senior Admin Officer/ Librarian
17. Mr. R. Thambidurai, Senior Admin Officer/ Manager, SSEC
18. Mr. P. K. Kumar, Senior Admin Officer/ PED
19. Mr. N. LakshmiNarasimhan, Industrialist/ Manager- Brakes India Ltd.,
20. Mr. Mutahrameen, Parent/ Manager – Southern Lube Equipment
21. Mr. S. Iniyan, Member/ Student

The following members could not be present

1. Mrs. M. Methini, Member, AP - ECE
2. Mrs. S. Durga Devi, Member, AP - E&I
3. Mr. M. Anbu, Member /AP- Civil
4. Mr. Panchatcharam, Local Society Member/ VAO
5. Mr. S. Rengaraj, Alumni/ Technical Staff- ZOHO
6. Mr. N. Karthikeyan, Industrialist/ AE –Greater Chennai Corporation

Special invitees for the meeting:

Shri SaiPrakash LeoMuthu – Chairman /CEO

The Principal, Dr. A. Rajendra Prasad welcomed the members of IQAC.

The IQAC coordinator Dr. K. Maran made PPT presentation related to the agenda specified below.

Agenda Number	Details
IQAC/2019.16.01	<p>Review of Minutes of the 15th Meeting and Action Taken Report (ATR) is placed before the members for approval.</p> <p>Minutes of 15th Meeting (held on 25th March, 2019) and ATR is placed before the council for confirmation.</p> <p>RESOLVED to approve the minutes of the 15th IQAC meeting and the ATR.</p>
IQAC/2019.16.02	<p>Fixing of reopening date for the academic year 2019-20</p> <p>The reopening date for the odd semester as 20th June is placed before the committee for approval.</p> <p>RESOLVED to accept the reopening date as 20th, June 2019.</p>
IQAC/2019.16.03	<p>Preparation of academic calendar for the academic year 2019-20 and upload it in the website.</p> <p>The academic calendar is placed before the committee for approval</p> <p>RESOLVED to approve the academic calendar and upload it in the website.</p>

IQAC/2019.16.04	<p>Preparation of master time table for the odd semester 2019-20</p> <p>The master timetable is placed before the committee for approval.</p> <p>RESOLVED to approve the master time table for the odd semester of the academic year 2019-20.</p>
IQAC/2019.16.05	<p>Planning of Training and Placement(TAP) cell activities for the academic year 2019-20 and report on the activities for the academic year 2018-19.</p> <p>The TAP Cell activities report of 2018-19 and the placement training plan for the academic year 2019-20 is placed before the committee for approval.</p> <ul style="list-style-type: none"> • Mr. N. Lakshmi Narasimhan expressed that there is a lot of gap between syllabus and skills required by core industry. To bridge the gap he suggested introducing additional certificate courses required for employability. • Mr. Muthahar Ameen also added that the attitude of students plays a major role in placement and good attitude should be inculcated to students during the course of study. He also stated that many students are lacking skill to interact with others. • Mr. N. Lakshmi Narasimhan suggested introduction of language courses like Hindi, Telugu for employability within India. He welcomed the introduction of foreign language courses like German and Japanese. • Dr. K. Maran suggested that A for B, Attitude for Business shall be introduced as a preparatory course. • Mr. N. Lakshmi Narasimhan said that students prefer AC-PC jobs and this attitude has to be changed. • RESOLVED to approve the report and the training plan of Training and Placement Cell. • FURTHER RESOLVED to introduce Hindi and Telugu language for employability.
IQAC/2019.16.06	<p>Maintenance and updation of college website</p> <p>RESOLVED to approve the completion of college website updation by May 2019.</p>
IQAC/2019.16.07	<p>Outcomes of NBA and NAAC peer team visit</p> <p>The strength and opportunities recommended by NBA and NAAC peer team visit is placed before the committee for information.</p> <p>RESOLVED to accept the strengths suggested by NBA and NAAC peer team and implement the suggestions for improvement.</p>

IQAC/2019.16.08	<p>Fixing of dates for financial audit –Internal</p> <p>RESOLVED to conduct internal financial audit twice in a year with the approval of the management.</p>
IQAC/2019.16.09	<p>Admission criteria for the academic year 2019-20</p> <p>RESOLVED to accept the expectation that there will be improvement in the cut off marks when compared to the previous academic year.</p>
IQAC/2019.16.10	<p>Review of R&D activities of the academic year 2018-19 and identification of funding agencies.</p> <ul style="list-style-type: none"> • RESOLVED to accept the ongoing funded projects and to accept the suggestion to identify and apply for new funding agency. • Mr. N. Lakshmi Narasimhan explained about “Frugal engineering” - simplified low cost engineering, Students can do mini projects on their own.
IQAC/2019.16.11	<p>Tentative date of conduct of alumni meet</p> <p>RESOLVED to approve the alumni meet scheduled on 19th May 2019.</p>
IQAC/2019.16.12	<p>Planning of alternate activities for students instead of symposiums.</p> <ul style="list-style-type: none"> • RESOLVED to approve the alternate events proposed by the departments instead of symposiums. • Mr. N. Lakshmi Narasimhan told that it is a great decision to move away from symposiums and he welcomed it. He also added that originality and innovation should be practiced by students. Technical Quiz, Cross functional (inter disciplinary) activities can also replace symposiums. • He suggested staff and students must enroll for NPTEL courses and professional ethics course to be made compulsory for all. • He said the present students are much more knowledgeable and should be engaged with different academic and non academic activities during their program period. He also emphasized that students are not aware of the current affairs. • Mr. Muthahar Ameensuggested that students should be encouraged to give a technical talk every day other than syllabus and they should be made accountable. <p style="text-align: right;">....5</p>

	<p style="text-align: center;">: 5 :</p> <ul style="list-style-type: none"> • He suggested that students should be encouraged to use gadgets to learn about technology. • He also said that learning should be with their own interest and not by force. Students would be proud of himself as the institution has taught good values, ethics, principles and behavior. • Mr. N. Lakshmi Narasimhan said that team work to be inculcated from first year onwards and students should be made to feel that they are in a good college during the first year itself.
IQAC/2019.16.13	<p>Preparation for Autonomous status</p> <ul style="list-style-type: none"> • RESOLVED to accept the decision of obtaining autonomous status. • Dr. K. Maran expressed that in autonomous curriculum one credit and two credit courses shall be introduced.
IQAC/2019.16.14	<p>A review on students feedback questionnaire</p> <p>RESOLVED to approve a change in students' feedback questionnaire.</p>
IQAC/2019.16.15	<p>Submission of AQAR to NAAC</p> <p>RESOLVED to submit AQAR to NAAC by July 2019.</p>
IQAC/2019.16.16	<p>CSR and other extension activities.</p> <p>The CSR and extension activities are placed before the committee for information.</p> <p>RESOLVED to note the appreciation of committee members for various CSR and extension activities</p>
IQAC/2019.16.17	<p>Any other matter under the purview of IQAC</p> <ul style="list-style-type: none"> • Mr. N. Lakshmi Narasimhan suggested that faculty attending FDP can share their inputs with students and faculty for the betterment of institution. • Further he stated that Brakes India is willing to support for organizing FDPs in forth coming period. • The Principal said that from the forthcoming academic year onwards, all faculty must attend atleast one FDP in reputed institutions for either five or seven days. • Dr. K. Maran suggested that faculty of professor cadre should act as a resource person for FDP/seminars. • Mr. N. Lakshmi Narasimhan suggested small scale industry is excellent for internship and learning from internship is more important than name of the company.

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- CEO suggested that the number of students' intern has to be increased in future.
- Mr.Muthahar Ameen said that students would be motivated to present papers in Conferences.
- CEO said that number of students applying for presentations in International conferences is decreasing. The management is willing to increase the number of students applying for attending the conferences and the mentors are suggested to create awareness among the students about sponsorship of the management.
- The Principal said that 5% of the department intake should be encouraged to apply for international conferences.
- CEO proposed that every mentor should present a PPT about their mentees and it should be uploaded in EDUMATE. The format for PPT will be given.
- Further he informed that the SWOT analysis of students indicate the fear for going to competitions and mentors shall encourage mentees to participate in external activities.
- He also suggested that counseling hour cannot be allotted in the timetable and faculty can stay after class hours for mentoring as per the requirements.
- Mr. S. Eniyan, Final year student said that he got a grant of 500 dollars from IEEE for his project and he suggested proper guidance for the usage of library from first year onwards.
- He said that students should be educated about the opportunities of Professional Society Membership.
- CEO emphasized that course without certification will not help for placement and 50% of mentees of a mentor should be encouraged to do NPTEL courses.
- CEO suggested that students may be allowed to take up latest courses conducted in IITs during their summer vacation.

The vote of thanks was delivered by Dr. J.Raja Co-coordinator of IQAC and he emphasized that IQAC is the heart of the institution and all inputs to sustain quality will be well taken. The next meeting is tentatively scheduled on 10/8/2019.


IQAC Coordinator


PRINCIPAL

Sri Sai Ram Engineering College,

Chennai -44

Action taken report of the 16th IQAC meeting held on 09.05.19.

S.No	Item	Action taken
1.	Fixing of reopening date for the academic year 2019-20	The college reopened on June 20 th 2019 for higher semester students as planned.
2.	Preparation of academic calendar for the academic year 2019-20 and upload it on website	The academic calendar for the academic year 2019-20 has been prepared and distributed to staff and students.
3.	Preparation of master time table for the odd semester 2019-20	Master time table for I, III, V and VII semester has been prepared.
4	Maintenance and updation of college website	The college website is maintained with all updates.
5	Review of R&D activities of the academic year 2018-19 and identification of funding agencies.	Discussed in HODs meeting that all departments has to conduct National/International conference with funding and submit project proposals for funding.
6	Tentative date of conduct of alumni meet	Alumini meet conducted on 19 th May, 2019.
7	Planning of alternate activities for students instead of symposiums	Robo Fest conducted by E&I department, Design contest conducted by Mechanical department, workshop conducted by ICE department Hackathon conducted by IT department
8	Preparation for Autonomous status	Mock audit conducted and UGC team is expected to visit on 13 th and 14 th of September 2019.
9	Submission of AQAR to NAAC	A committee has been framed to work for all the six criterion of NAAC for preparation of AQAR.
10	CSR and other extension activities	Cancer awareness walkathon and signature campaign

		conducted on World Cancer Day.
11	PPT preparation by mentors about their mentees.	PPT has been prepared by mentors and uploaded in EDUMATE portal.
12	Students applying for International conferences with sponsorship by management.	Mr.V. Kaarthick Raja , Final year/ECE presented a paper on International Conference On IONS EXTER 2019 on 9 th - 12 th July 2019, Exeter, UK Mr. S.Ram Dhiwakar, P.N.Bharat Kumar and Mr.R.Sandeep Kumar, Final year /Mech presented a paper on International Conference on Material Engineering and application from 23 rd -28th August 2019, Malaysia.


IQAC Coordinator


PRINCIPAL